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TAB "C"

MEDICAL OFFICE BUDGET

01 Personnel Services

25X1A

All Other

Total

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25X1A

TAB "B"

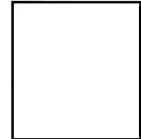
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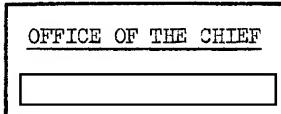
MEDICAL OFFICE

ON DUTY STRENGTH - 31 OCTOBER 1954

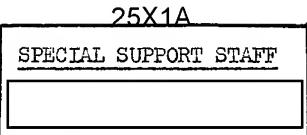
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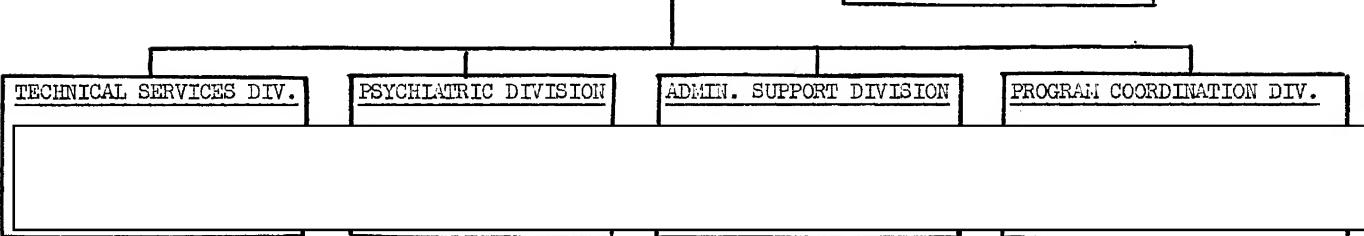
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Administrative Support Division

The Administrative Support Division is responsible for the development and operation of the Medical Office budget, including the preparation of special project budgets; the development of plans, specifications, equipment, and supply tables for operations support, and the space and maintenance requirements in the Washington area for the Medical Office; in coordination with the Assistant Director for Personnel, the recruitment of medical personnel; the processing and maintenance of personnel records of medical personnel including physicians, specialists, nurses, medical technicians, administrative and clerical personnel both overseas and domestic; the implementation of the Agency Records Management Program for the Medical Office; the maintenance of the Medical Supply Program in coordination with the Chief of Logistics, including current data on new drugs and equipment; the stocking of emergency medical supplies for immediate transfer to field installations; the screening of all medical requisitions both domestic and foreign to maintain Medical Office standards, and the maintenance of a standard medical supply catalog for all Agency requirements.

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preventive health program including diagnostic and consultative service when required and a visiting nurse service; the operation of the CIA Dispensary and eleven health rooms in Washington necessary for the treatment of minor ailments or referral to private physicians; the treatment and care of employees' compensation cases within the limits of available facilities, including liaison with the Bureau of Employees' Compensation on compensation cases; the care and treatment of military personnel and their dependents as previously mentioned.

Psychiatric Division

The Psychiatric Division is responsible for establishing criteria for mental and emotional suitability for all Agency persons, both domestic and foreign, and for the evaluation of all employees and applicants in the light of these criteria. This is accomplished through an Agency-wide screening and selection program which utilizes psychological devices and psychiatric evaluations by staff and consultant psychiatrists. This Division also is responsible for maintaining a preventive mental health program among Agency employees including diagnostic and consultative services and treatment as appropriate through direct management or referral. [Redacted]

Special Support Staff

The Special Support Staff is responsible for identifying Medical Office responsibilities to covert operations and coordinating Medical Division activities with appropriate operational entities as requested. In addition, the Special Support Staff will provide direct advice to operations within the limits of capabilities. The Special Support Staff is also responsible for the medical aspects of communications.

Program Coordination Division

The Program Coordination Division is responsible, subject to approval by the Director of Training, for the medical training of medical and lay personnel in preparation for assignment to CIA operational projects and programs; current world-wide epidemiological information as needed to immunize personnel for duty in any part of the world and provide informational support pertinent to overseas program; the establishment of liaison with other Governmental agencies, such as the Department of Defense, United States Public Health Service, etc.; the maintenance of a medical research program designed to furnish basic information on special problems of a medical nature.

TAB "A"

MEDICAL OFFICEFUNCTIONS AND ACTIVITIES

The Medical Office is responsible for providing medical services to all personnel employed by or assigned to the Central Intelligence Agency. This responsibility is detailed in CIA Regulation [redacted]

[redacted] This function consists of a preventive health program in the Washington area under the authority of Public Law 658, 79th Congress, and a medical support program for overseas operations under the authority of Public Law 110, 81st Congress. In the performance of the activities necessitated by these programs the Medical Office accomplishes the physical evaluation of all employees and employment applicants, including such examinations as entrance on duty, preparation for overseas assignments, return from overseas, return from extended illness and special request examinations. These responsibilities are further specified in CIA Regulation [redacted]. The preventive health program includes diagnostic and consultative service, visiting nurse service and the establishment and maintenance of Agency health rooms where essential. The medical support program for overseas operations includes the establishment of aid stations and medical posts, the planning of medical aspects of proposed operations, the training of medical and non-medical personnel and the maintenance of current information in regard to therapy and epidemiology.

In accordance with the regulations of the Bureau of Employees' Compensation, the Medical Office provides complete treatment and care for compensation cases within the limits of its facilities. This office also effects care and treatment of military personnel and their dependents, Navy excepted, and referral to proper medical authorities for specialized treatment.

Office of the Chief

This Office is responsible for developing and establishing broad over-all medical policy and standards for the Agency within the framework of applicable laws and executive orders. This Office directs the domestic medical program and technically supervises the overseas aspects of medical support.

Technical Services Division

The Technical Services Division is responsible for the establishment of physical standards for all Agency positions both domestic and foreign; the physical evaluation of all employees and applicants, including such examinations as entrance on duty, overseas, returnee, return from extensive illness, annual examinations and special examinations; the Agency

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